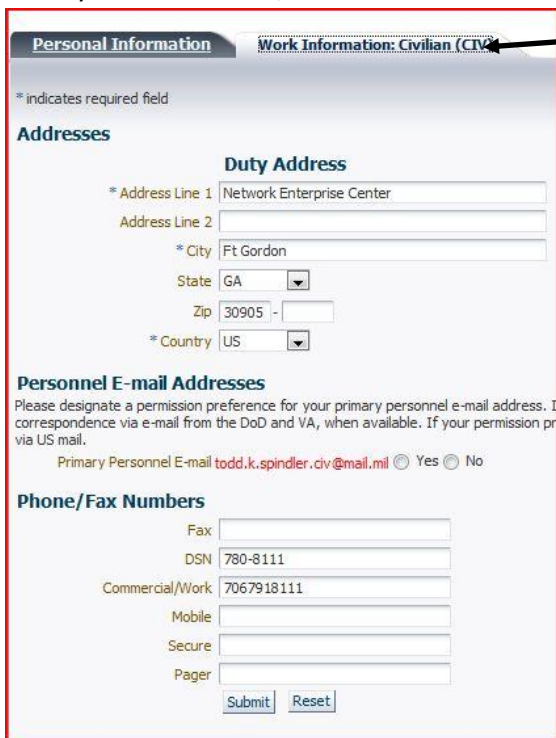


Update Your Phone Number and Work Address in GAL

1. Go to the MilConnect site: <http://milconnect.dmdc.mil>
2. Say YES if you get a Security Warning popup.
3. Click Sign In
4. Ensure the Common Access Card (CAC) radio button is selected and click the Log On button under the Select Authentication Method.
5. Choose your NON email certificate and click OK.
6. Click on the Update Address link on the right side, under DMDC Links.



7.
 - a. If you see two tabs, Personal Information and Work Information, choose Work Information.

A screenshot of the "Work Information: Civilian (CIV)" tab in the MILCONNECT system. The page has two tabs: "Personal Information" and "Work Information: Civilian (CIV)". The "Work Information" tab is selected. Below the tabs, there is a section for "Addresses" with a "Duty Address" sub-section. It contains fields for "Address Line 1" (Network Enterprise Center), "Address Line 2", "City" (Ft Gordon), "State" (GA), "Zip" (30905), and "Country" (US). Below this is a section for "Personnel E-mail Addresses" with a text area for "Primary Personnel E-mail" (todd.k.spindler.civ@mail.mil) and radio buttons for "Yes" and "No". At the bottom is a section for "Phone/Fax Numbers" with fields for "Fax", "DSN" (780-8111), "Commercial/Work" (7067918111), "Mobile", "Secure", and "Pager". There are "Submit" and "Reset" buttons at the bottom right.

Update Your Phone Number and Work Address in GAL

- b. If you do **NOT** see the two tabs, look for a >> at the end of the Personal Information tab.



Click on the double arrow and choose Work Information.



8. Once in the Work Information tab, you'll need to fill in the required information in the Addresses fields prior to filling in the phone number information.
NOTE: the phone number field only accepts numbers, no other characters.
9. Once you have completed filling out the information you wanted to change, select Submit.
10. A message will pop up asking you to check the box to verify that your address is correct.

A screenshot of a web form section titled "Addresses". Below the title, there is a checkbox followed by the text "By checking this box, I confirm that ALL postal addresses are correct." Below this, there is a label "Duty Address". The entire section is enclosed in a red rectangular box.

11. Check the box and click on Submit again.

NOTE: If you want to fill out or change any of the information in the Personal Information tab, feel free to do so.